



Group 3 Squadron Commanders and Squadron Supply Officers,

Each year the logistics section is required to update our files. We need to have the following items in the file from each squadron:

1. A copy of any S3's that your squadron has. Items that are listed on an S3 are cameras, computers, printers, items issued by national (laptop computer and printer that were issued this year), life saving equipment (life rafts, vests), individual locator beacons, and all property valued at \$2000.00 or more. For additional guidance please check CAPR 67-1.
2. A copy of the 2a that appoints your supply officer.
3. A copy of CAP Real Property Survey, and any leases or written agreements for your squadron space. We are supposed to have this each year even if your squadron does not own, occupy, or use real property. This survey is attached to CAPR 87-1 that can be downloaded and printed out.
4. A copy of any Form 37E's for laptops and printers that were issued.
5. A copy of your squadron wish list for 2006. A copy of your own list for 2004 (if submitted) and example lists can be found on the Group 3 website under the supply section. Remember the wish lists must be on file each year in order to shop at the state surplus store or to receive equipment that becomes available through other means.

If you can produce any or all of these copies for your squadron, you can mail them to me at:

4426 Larchwood Ave.
Phila, PA 19104

If you can produce any or all of these copies for your squadron you may bring them to Group 3 Headquarters for the Group Meeting or a work night.

Wish lists may be emailed to me as an attachment. Copies or wish lists can be faxed to my workplace 215-685-7379 - attn: Pat Zelenak. Please email me or call me if you have any questions or if I can help you with these items.

I plan to visit each squadron in Group 3 over the next few months to assess squadron supply and logistics needs. Thank you for your help with these items.

Captain Pat Zelenak
Deputy Commander Senior Members, Squadron
1007
Group 3 Logistics Officer (ADY)
215-620-7054 (mobile)